



**ADOPTIONS SPECIALIST**  
**(DEPARTMENTAL - OPEN EXAMINATION)**  
**EXAM CODE: 3BP18**

<b>Department:</b>	<b>Department of Social Services</b>
<b>Final File Date:</b>	<b>Continuous Filing</b>
<b>Exam Type:</b>	<b>OPEN Departmental</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent</b>
<b>Salary:</b>	<b>MONTHLY-RANGED-SALARY - \$3,554 - \$5,110</b>
<b>Location:</b>	<b>Statewide</b>

#### **EEO**

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

#### **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. Anyone who meets the minimum qualifications as stated may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

## FILING INSTRUCTIONS

**Applications (STD 678) must be RECEIVED or POSTMARKED no later than the final file date. FAXED or EMAILED applications will not be accepted for this examination. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason. The examination title must be included on the application.**

### FILE BY MAIL:

California Department of Social Services  
Personnel Bureau, Exam Unit  
PO Box 944243  
Sacramento, CA 94244-2430

### FILE IN PERSON:

California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, OB 8, 15<sup>th</sup> Floor  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box for Question 2 on the Examination Application (STD 678). You will be contacted to make specific arrangements.

## ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## MINIMUM QUALIFICATIONS

Completion of an approved two-year graduate curriculum in social work (Master's Degree in Social Work). Candidates enrolled in the final semester or quarter of graduate work will be admitted into the examination but will not be appointed until the degree has been conferred.

## POSITION DESCRIPTION

An Adoptions Specialist conducts case studies in the Independent and Agency (Relinquishment) adoption programs; determines whether children are legally free for adoption; assesses the physical, social, emotional, and economic factors present in

prospective adoptive families, and suitability of children for families; makes decisions and prepares full factual reports to the court with recommendations for or against granting petitions for adoption and recommends alternate plans when needed; prepares appropriate case records including narrative recordings and supporting documentation as required by statutes; provides consultative services to other public and private social services regarding adoption planning; conducts set aside investigations; and performs other work as required.

## EXAMINATION INFORMATION

### SUPPLEMENTAL APPLICATION – WEIGHTED 100%

A candidate may be tested only once during any 12 month period. This examination will consist of a Supplemental Application only. The information on the Supplemental Application will be assessed competitively based on each candidate's relevant training and experience. The Supplemental Application will be evaluated by pre-established rating criteria. All candidates **must complete a Supplemental Application** and mail in with their application (STD 678). Candidates will be **disqualified from the exam** if a Supplemental Application is not submitted. The Supplemental Application can be obtained at: <http://www.cdss.ca.gov/cdssweb/entres/pdf/AdoptionsSpec.pdf>

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Applications and resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected from this examination.

## KNOWLEDGE AND ABILITIES

### A. Knowledge of:

1. Provisions of State and Federal rules, regulations, and laws relating to adoptions in California.
2. Principles, practices, and techniques used in the administration of adoptions programs, casework theory and practice, child psychology and principles of individual and group behavior, family relationships, and the effect of separation on children and parents.
3. Child welfare casework objectives.
4. Socioeconomic factors which promote stable family security.
5. Casework techniques in working with special needs children who experience adverse parental background, including a history of incest and other sexual abuse, a history of mental or physical illness within the family, or severe neglect or mental or physical abuse by the birth parent(s).
6. Developmental effects upon children exposed to nontraditional lifestyles.

7. Reclaim procedures.
8. Set-aside petition investigations and reports.
9. The group home study process.
10. Crises intervention techniques in the provision of post adoption services and cases in which a potential disruption requires immediate attention.
11. State and Federal rules, regulations, and laws as they apply to contested termination of parental rights.

**B. Skill in:**

1. Applying the principles and techniques of social casework.
2. Effectively and efficiently providing casework services to children with special needs.
3. Working independently with local county welfare departments in assessing the adoption potential of children within the child welfare system.
4. Developing and maintaining effective interpersonal relationships while working with county welfare departments, other public and private social services and adoption agencies, public and private attorneys, judges, and other representatives of the court system.
5. Conducting orientation meetings with the public.

**C. Ability to:**

1. Interpret provisions of the State and Federal rules, regulations, and laws pertaining to adoption programs.
2. Utilize community resources effectively.
3. Analyze problems arising out of the operation of adoptions programs.
4. Reach practical and logical conclusions.
5. Secure accurate social data, record such data systematically, and communicate effectively.
6. Analyze situations accurately and take effective action.
7. Utilize and apply effectively the required technical knowledge.
8. Act independently.
9. Monitor, review, and manage cases of increasing difficulty and protracted legal involvement.
10. Act in a professional manner and represent the Department of Social Services in meetings with other adoptions and child welfare professionals.
11. Articulate casework practice and policy during conferences and legal hearings.

## **SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability.

## **VETERANS PREFERENCE**

Veterans' Preference Points will be added to the final score of those competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which became effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' POINTS.

## DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/9423.aspx>

## GENERAL INFORMATION

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Social Services** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**Criminal Record Clearance Information:** Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In Open (only) entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled Veterans; and 15 points for disabled veterans. In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted as follows: 5 points for veterans and 10 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at <http://jobs.ca.gov/Job/VeteransInformation> or from the California Department of Human Resources, 1515 S Street, Sacramento, CA 95811 and the Department of Veterans Affairs.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 944243  
SACRAMENTO, CA 94244-2430  
(916) 657-1762**

California Relay Service for the Deaf or Hearing Impaired from TDD phones call: 1-800-735-2929  
or from voice phones call: 1-800-745-2922.